



ROCK

CHURCH & TRAINING CENTER

JOB DESCRIPTION

Position: **Rock U Academic Coordinator**
Reports to: **Rock University Pastor**
Position Status: **Full-Time, Exempt**

Department : **Rock University**
Effective: **December 2009**
Replaces: **New Position**
Position Number: **RC-36-09**
Posting Date: **December 10, 2009**
1st Closing Date: **December 17, 2009**

Position Summary:

Responsibilities include: overseeing the Rock U's three training levels of Rock Solid, Impact 195 and Special Forces, developing and refining curriculum and class schedule in conjunction with the Rock University Pastor, assisting in the hiring of faculty, evaluating faculty, recruiting and interviewing all prospective students, providing classroom instruction and acting as liaison to students and faculty in matters of curriculum.

Job Responsibilities and Duties:

Curriculum

1. In conjunction with the Rock U pastor, develops all curriculum and corresponding printed materials related to the Rock Solid, Impact 195, and Special Forces programs.
2. Aids faculty in the development and implementation of the curriculum.
3. Responsible for the development, innovation, and refinement of the master weekday class schedule.
4. Delivers agreed upon classes at a college level, including syllabi, lesson plans, and printed materials.
5. Inspires students and maintains classroom responsibility and respect.

Administration

1. Acts as the academic leader of all Rock U programs; responsible for its day-to-day academic operations, including scheduling of students, overseeing of the academic advisement programs, and monitoring of student academic progress.
2. Maintains congruency between the Rock U's mission statement and all academic activities.
3. Develops and enforces policies that foster and maintain a good environment for teaching and learning.
4. Works cooperatively with the Operations Coordinator and the Student Affairs Coordinator for the overall management of student affairs.
5. Coordinates, compiles, and assists in writing of the all operational reports and evaluative instruments to ensure accuracy and efficiency, including necessary related reports and correspondences.
6. Submits budget proposals to the Rock U pastor.
7. Works with Advancement Coordinator for recruitment, marketing plan and advertising program.
8. Responsible for assuring that annual and long-term objectives are in line with Rock U objectives and that there is a formal system of evaluation and documentation.
9. Serves as a member of Rock U's senior leadership team.

Faculty

1. Observes, supervises, and evaluates the teaching faculty.

2. Conducts regular meetings with faculty, which will deal with both routine school matters and with the exchange of ideas on issues of educational/philosophical interest and concern.
3. Consults teachers in matters of classroom management, teaching methods, and general procedures.
4. Establishes programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers, to ensure that teachers are familiar with and adhere to policies in all areas of Rock U operation.
5. Makes recommendations to the Rock U pastor regarding the hiring, retention, and assignment of faculty.

The above summary of duties represents the major tasks and duties and is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Rock University Pastor.

Job Skills and Requirements:

1. Evidence of a strong commitment to a philosophy of ministry consistent with the Rock U's mission.
2. Master of Arts in Theology or Equivalent
3. Three years teaching and administrative experience in a spiritual equipping school or Bible college.
4. Has the ability to work well under short deadlines, think clearly under pressure, manage multiple priorities, recognize and respond to urgent requests, and quickly adjust to changing priorities.
5. Must be self-motivated and able to take a task or project through to completion.
6. Excellent communicator: must be able to articulate clearly both in spoken and written form.
7. Strong relationally and the ability to oversee and lead multiple teams consisting of both staff and volunteers and be experienced in conflict resolution.
8. Strong organizational skills and attention to detail and accuracy. Demonstrated ability to research, produce answers and give clear direction.
9. Strong Computer Skills including proficiency in MS Word, MS Outlook, MS Excel, and MS PowerPoint.
10. Ability to provide sound, biblical counsel while recognizing and maintaining confidentiality as appropriate.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.